

Communication through Email and Secure Software

MRCI requires the use of email communications. Therefore, MRCI kindly requests that all Client/Representatives have an email address that can be checked frequently.

I. About the use of Email

- a. MRCI will utilize your email account to send important information regarding services. This includes, but is not limited to, annual renewals, spending reports, announcements, newsletters, satisfaction surveys and important information regarding your services.

II. About the Electronic Timesheets Module

- a. The Electronic Timesheets Module is a web-based interface through which Clients/ Representatives, Workers, and Financial Management Service staff can respectively view relevant timesheet information.
- b. Clients, Representatives and Workers will be able to use the system to both submit and approve timesheets electronically for payment by the Financial Management Service.

III. About Participant Dashboard

- a. The Participant Dashboard Module is a web-based interface through which Clients/ Representatives, Case Managers, and MRCI staff can view relevant budget information.
- b. Participant Dashboard will allow users to see real-time spending, existing timesheets, vendor payments and announcements from MRCI.

IV. Terms and Conditions *By signing below, you are agreeing to the following Terms and Conditions:*

Email:

- a. I understand that Electronic Mail (Email) is not a secure means of transmitting information and I understand that any email with MRCI may become part of the case file. I understand that MRCI will make all provisions to encrypt any email with Protected Health Information (PHI) but that does not ensure complete security.
- b. The Client/Representative and the Worker(s) must have valid email addresses that they access frequently.
 - i. I understand that if my email is compromised or changed, I will contact MRCI immediately.

Electronic Timesheets:

- a. The Client/Representative and the Worker agree to use the Electronic Timesheet system as a method of submitting timesheets.
 - i. If the representative is also a worker, two distinct email addresses will be needed.
 - ii. All workers employed by the Client Representative will use the Electronic Timesheet system.
- b. A timesheet may not be submitted electronically if the Client/Representative and the Worker have not both signed and agreed to use the Electronic Timesheets system via this Agreement.
 - iii. Each Worker employed must complete the email address release form to begin using the Electronic Timesheet System.

Participant Dashboard

- a. The Client/Representative agrees to use the Participant Dashboard to view all monthly spending reports.
 - i. Signing this agreement, the Client/Representative agrees to log in once a month to view spending reports.
 - 1. An email reminder will be generated each month to prompt the Client/Representative to log into the system when a new spending report has been added.
- b. The Client/Representative understands the Lead Agency will also have access to login and view spending reports.

Client Name: _____

Client/Representative Email: _____

Client/Representative Signature: _____ Date: _____